

Minutes
2023 Annual Meeting
Glenbard Wastewater Authority
Monday, November 13, 2023

1.0 Call to Order

Lombard Village President Keith Giagnorio called the meeting to order at 6:00 p.m.

2.0 Pledge of Allegiance

Lombard Village President Keith Giagnorio requested the Pledge of Allegiance be led by Village of Lombard's Public Works Director, Carl Goldsmith.

3.0 Roll Call

Present: Mr. Mark Senak, Village President, Ms. Kelli Christiansen, Trustee, Trustee, Ms. Anne Gould, Trustee, Ms. Kelley Kalinich, Trustee, Ms. Donna Jean Simon, Trustee, Mr. Steve Thompson,

Mr. Keith Giagnorio, Village President, Mr. Brian LaVaque, Trustee, Mr. Anthony Puccio, Trustee, Mr. Bernie Dudek, Trustee, Mr. Dan Militello, Trustee, Mr. Bob Bachner, Trustee, Ms. Elizabeth Brezinski, Village Clerk Elizabeth Brezinski

Absent: Village of Glen Ellyn:
Trustee Kelli Christiansen arrived 6:02 p.m. after Roll Call was taken
Trustee Gary Fasules

Village of Lombard:
Trustee Andrew Honig

Lombard Staff Present:
Scott Niehaus, Village Manager
Carl Goldsmith, Public Works Director

Glen Ellyn Staff Present:
Mark Franz, Village Manager
Dave Buckley, Public Works Director
Peter Brankin, Interim Finance Director

Glenbard Wastewater Authority:
Matt Streicher, Executive Director
Jeremy Henning Assistant Director
Gayle Lendabarker, Executive Assistant

Others:
Jamie Wilkey – Lauterbach & Amen
Kyle Harding – Chapman & Cutler
Stephan Roberts – Robert W Baird & Co.

4.0 Introduction of Board Members and the Glenbard Wastewater Authority (GWA) Team

Lombard Village President, Keith Giagnorio, had the members of the Lombard Village Board, the Lombard staff, the Glen Ellyn Village Board, the Glen Ellyn staff and the GWA staff introduce themselves.

5.0 Public Comment

None

6.0 Consent Agenda:

A motion was made by Trustee Puccio and seconded by Trustee Militello to approve the Minutes from the November 3, 2022 Annual Meeting of the Glenbard Wastewater Authority Board.

Aye (12): President Senak, Trustee Christiansen, Trustee Gould, Trustee Kalinich, Trustee Simon, Trustee Thompson, President Giagnorio, Trustee LaVaque, Trustee Puccio, Trustee Dudek, Trustee Militello, Trustee Bachner

Absent (2): Trustee Fasules – Village of Glen Ellyn, Trustee Honig – Village of Lombard

7.0 Annual Financial Reports FY2022 (Lauterbach & Amen, LLP)

Jamie Wilkey, a partner at the firm of Lauterbach & Amen, LLP will briefly review the financial status of the Authority for the CY2022 period ending December 31, 2022. Usual areas for review are: fund equity, receivables, payables, liabilities, service fee, maintenance, cash flow and flow splits.

Motion to Accept the CY2022 Annual Financial Reports as presented by Village of Glen Ellyn Interim Finance Director, Patrick Brankin and Jamie Wilkey, Lauterbach and Amen, LLP.

Jamie Wilkey, a partner with the firm of Lauterbach & Amen, LLP, provided a review of the financial status of the Glenbard Wastewater Authority for FY2022 and thanked Interim Finance Director Patrick Brankin and his team for doing an outstanding job preparing as there were no adjusting journal entries. Ms. Wilkey stated the 2022 Audited Financial Statements were an Unmodified or “Clean” Audit which is the highest level that can be achieved. Ms. Wilkey stated the Internal Controls were audited, and there were no findings with this or the issued single audit. Ms. Wilkey also stated that there was no Management Letter required.

Interim Finance Director Patrick Brankin highlight that the O&M Surplus in the amount of \$375,953, which, as in past years, was distributed to GWA’s Capital Improvement Fund.

A motion was made by Trustee Thompson and seconded by Trustee Kalinich, that the Annual Financial Reports for the Glenbard Wastewater Authority for the Fiscal Year ending December 31, 2022, as presented by Interim Finance Director Patrick Brankin and Jamie Wilkey, Lauterbach & Amen, LLP, be approved. The motion carried by the following vote:

Aye (12): President Senak, Trustee Christiansen, Trustee Gould, Trustee Kalinich, Trustee Simon, Trustee Thompson, President Giagnorio, Trustee LaVaque, Trustee Puccio, Trustee Dudek, Trustee Militello, Trustee Bachner

Absent (2): Trustee Fasules – Village of Glen Ellyn, Trustee Honig – Village of Lombard

8.0 Approval of Resolution Number 004-2023 Bonds Resolution

Kyle Harding from Chapman and Cutler, LLC, and Stephen Roberts from Robert W. Baird & Co. will briefly describe the revenue bond process, and the bonds resolution that the Authority is seeking approval for from the Full Board.

Mr. Harding provided background information on the reason GWA is using the bonding process instead of the IEPA State Revolving Fund, as it had done in the past to secure funding for an improvement project.

Trustee Simon asked what the interest rate had been when using the SRF. Mr. Harding advised that the rate has typically been below two percent (2%).

Motion to approve Resolution 004-2023 authorizing and providing for the issuance of not to exceed \$7,000,000 Wastewater Treatment Facility Revenue Bonds, Series 2023, of the Glenbard Wastewater Authority for the purpose of paying the costs of improving the wastewater treatment facilities of said Authority, prescribing the details of said bonds and providing for collection, segregation, and application of the revenues of said Authority, and authorizing the sale of said bonds to the purchaser thereof.

Mr. Franz noted that the not to exceed amount needs to be raised to \$7,750,000 due to several adjustments.

The motion was amended to reflect an increase from \$7,000,000 to \$7,750,000.

A motion was made by Trustee Militello and seconded by Trustee Christiansen, authorizing and providing for the issuance of not to exceed \$7,750,000 Wastewater Treatment Facility Revenue Bonds, Series 2023, of the Glenbard Wastewater Authority for the purpose of paying the costs of improving the wastewater treatment facilities of said Authority, prescribing the details of said bonds and providing for collection, segregation, and application of the revenues of said Authority, and authorizing the sale of said bonds to the purchaser thereof. The motion carried by the following vote:

Aye (12) President Senak, Trustee Christiansen, Trustee Gould, Trustee Kalinich, Trustee Simon, Trustee Thompson, President Giagnorio, Trustee LaVaque, Trustee Puccio, Trustee Dudek, Trustee Militello, Trustee Bachner

Absent (2): Trustee Fasules, Village of Glen Ellyn, Trustee Honig, Village of Lombard

9.0 Comments by GWA Full Board Chairperson

President Giagnorio, expressed his appreciation to President Senak for his support and stated how Mr. Streicher and his team, the Village of Glen Ellyn's Board and the Village of Lombard's Board has a proven record of working very well together over the years and is happy to see the cooperation continuing. President Giagnorio stated that with the creation of the Technical Advisory Committee that does a lot of the behind scenes work, allows for the monthly meetings to be brief and easy to get through.

President Senak added his appreciation to the GWA staff for making their jobs easy, by being so prepared for the monthly meetings and professional, making the EOC Committee's job more as overseers.

10.0 Executive Director Streicher will summarize significant events from CY2022 and present information on goals and projects that are planned for CY2023

GWA Executive Director Streicher expressed his appreciation to the members of the Village of Lombard and Village of Glen Ellyn's Board for attending and introduced other GWA staff members who had joining the meeting, Assistant Director, Jeremy Henning, and Administrative Secretary, Gayle Lendabarker who is recording Minutes for tonight's meeting.

Executive Director Streicher recognized and thanked the members of the Executive Oversight Committee for taking extra time out their schedules to meet monthly and provide their guidance over the past year. Executive Director Streicher reviewed the Key Performance Indicators for CY2023:

- 3,077,000,000 (3.077 Billion) gallons treated through September 2023; past 5 year average = 3,352,000,000 (3.352 Billion) gallons treated through September
- 26.11 inches of rainfall through September 2021, 5-year average = 29.83 inches through September;
- Main Plant = No Permit Excursions; Current Record – No Excursions since 4/4/2013 which is tremendous record and has garnered GWA and its staff some National awards. Mr. Streicher explained that this means GWA has not violated its US EPA National Pollutant Discharge Permit that it is mandated to follow.
- Combined Sewer Outfall Facility = 0 Excursions – Last occurrence was 9/12/2022. Executive Director explained that this facility only goes online during high rain events, and to go for that length is just impressive.
- 0 Lost Time Injury since 2013
- 10 Odor Complaints through September 2023:
 - ✓ 2022 Odor Complaints = 9 through September
 - ✓ 2021 Odor Complaints = 26 through September
 - ✓ 2020 Odor Complaints = 18 through September
 - ✓ 2019 Odor Complaints = 40 through September
 - ✓ 2018 Odor Complaints = 70 through September
 - ✓ 2017 Odor Complaints = 172 through September

Assistant Director Henning highlighted the status of the Top CY2023 Capital Projects:

- Main & Combined Sewer Outfall Plant Resurfacing Project - Both the main plant site and the combined sewer outfall facility have had significant patch work performed on them, with no single paving job having occurred for over 25 years. The plants were in dire need of pavement rehabilitation.
- Phase 1 North Regional Interceptor Rehabilitation - The Authority inspects its sewers every 5 years. Upon the last inspection, some deterioration was noted in some areas of the North Regional Interceptor, and therefore, plans to rehabilitate them were issued and bid. This work has not yet occurred, but is awarded, and expected to be completed prior to the end of the calendar year.
- Digester #1 Cleaning – Per standards, anaerobic digesters such as the ones the Authority operates, are recommended to be drained and cleaned every 7-10 years. The Authority's largest digester, #1, had not been cleaned for over 7 years.

Assistant Director Henning highlighted the Top CY2024 Capital Projects:

- Primary Clarifier Rehabilitation & Gravity Thickener Construction and Engineering – Much of the equipment associated with the Authority's primary clarifiers and gravity thickener is approaching or has exceeded the end of its useful life and is in need of replacement. This project will also incorporate some odor control aspects, and is scheduled to be completely funded with a low interest IEPA SRF loan. It is anticipated this project will be bid in early 2023 and completed in 2023.
- Administrative Parking Lot/Bemis Road Improvements – The Administrative Parking Lot, where most visitors park, is long overdue for replacement. This project will redesign and reconstruct the parking lot. In addition, the Authority is contributing some of the cost to reconstruct Bemis Road since the majority of the truck traffic the roadway sees is attributed to the Authority's operations.
- Primary Sludge Line Direct Digester Feed – In conjunction with the Primary Clarifier Project, the Authority will be re-implementing a pipeline to deliver primary sludge directly to the digester, resulting in better operational performance, and less odors.
- Facility Plan Study – Per the Intergovernmental Agreement that created the Authority, the Authority is to conduct a Facility Planning study every 5 years to gain a better outlook on its 10-year capital plan. The last Facility Plan was completed in 2019. This year's Facility Plan will focus heavily on the upcoming Biological Nutrient Removal Project.
- Plant Equipment Rehabilitation - The majority of the funds are budgeted towards rehabilitating the Authority's interceptors. This is a continuation of work that is being completed in 2023. This budget item also includes \$100k towards media used to clean the gas that burns in the Combined Heat and Power Units.
- Small Capital Projects - This budget item consists of small capital projects that have totaled up to a substantial amount. Some of these projects include new equipment, a solar feasibility study, interior LED projects, and more.

Mr. Henning explained that the total for planned Capital projects for CY2024 is \$9,332,535.

10.0 Proposed CY2023 Budget

Executive Director Streicher stated the Proposed CY2024 reflects a (6.71%) increase to the O&M Fund for a total of \$5,234,233. Mr. Streicher highlighted several items that contributed to the increased O&M costs namely, 38% to the Biosolids Hauling line item, 17% to the Personnel line item, 15% to the Natural Gas line item, 7% Combined Heat & Power line item and 5% Liquid Oxygen line item. There were a few line items that saw decreases in expenses, 45% reduction to the Pretreatment line item, 25% reduction to the Fleet Services line item and 12% reduction to the Overhead Fees line item for a net O&M fund increase of \$329,247. Mr. Streicher explained that the O&M fund allocations for each Village is based solely on percent of flow through the facility, with Lombard traditionally being close to 60% and Glen Ellyn being 40%, and is not based on population.

Mr. Streicher explained that the Capital Fund is used in the same manner as the Villages, to fund capital improvement projects or make major equipment repairs and for CY2024; the budget reflects a one point two five (1.25%) increase over CY2023 from each Village. Mr. Streicher stated that unlike the O&M Fund, the contributions from each Village is calculated differently in that 50% of the contribution is split 50/50 between the two Villages, and the remaining 50% of the contribution is split based on the same flow basis as the O&M fund.

Mr. Streicher summarized that the overall the CY2024 budget reflected a total of a (4.3%) increase over the CY 2023 budget.

President Senak inquired as to what factors contributed to the 17% increase in the Personnel line item. Mr. Streicher explained that raises, and an increase of benefit expenses contributed to the increase.

Mr. Streicher made the formal request for the GWA CY2024 budget to be approved.

Trustee Thompson made and Trustee LaVaque seconded the Motion, to Approve the Glenbard Wastewater Authority CY2024 Budget in the amount of \$18,271,145. The motion carried by the following vote:

Aye (11): President Senak, Trustee Christiansen, Trustee Gould, Trustee Kalinich, Trustee Simon, Trustee Thompson, President Giagnorio, Trustee LaVaque, Trustee Dudek, Trustee Militello, Trustee Bachner

Absent (3): Trustee Fasules, Village of Glen Ellyn, Trustee Honig, Village of Lombard
Trustee Puccio left the meeting at 6:40 p.m.

11.0 Other Business

None

12.0 Adjournment

A motion was made by Trustee LaVaque and seconded by Trustee Kalinich, that the Annual Meeting of the Village of Lombard Village Board and the Village of Glen Ellyn Village Board known as the Glenbard Wastewater Authority held on Monday, November 13, 2023 be adjourned at 6:45 p.m. The

motion carried by the following vote:

Aye (11): President Senak, Trustee Christiansen, Trustee Gould, Trustee Kalinich, Trustee Simon, Trustee Thompson, President Giagnorio, Trustee LaVaque, Trustee Dudek, Trustee Militello, Trustee Bachner

Absent (3): Trustee Fasules, Village of Glen Ellyn, Trustee Honig, Village of Lombard
Trustee Puccio left the meeting at 6:40 p.m.

Respectfully submitted,

Gayle Lendabarker
Administrative Secretary
Glenbard Wastewater Authority